

**ASEDS
Internal Communicator's
Meeting Minutes
May 12, 2004**

1. One issue that the IC Group discussed was the cleanliness of the bathrooms here in UCP (Headquarters). Seems that staff have complaints that the bathrooms don't seem to be getting cleaned very often. Sharyn contacted Nicole Harrison and received the following cleaning specifications:

DAILY: Empty trash receptacles and clean ashtrays. Sweep entrances, lobbies and corridors. Spot sweep floors and spot vacuum carpets. Clean drinking fountains. Sweep and damp mop or scrub toilets rooms. Clean all toilet fixtures and replenish toilet supplies. Dispose of all trash and garbage generated in our about the building. Wash inside and out or steam clean cans used for collection of food remnants from snack bars and vending machines. Dust horizontal surfaces that are readily available and visible required dusting. Spray buff resilient floors in main corridors, entrances and lobbies, clean elevators and escalators, remove carpet stains. Police sidewalks, parking areas and driveways. Sweep loading dock areas and platforms.

THREE TIMES A WEEK: Sweep or vacuum stairs.

WEEKLY: Damp mop and spray buff all resilient floors in toilets and health units. Damp mop and spray buff hard and resilient floors in office space.

MONTHLY: Thoroughly dust furniture. Completely sweep and/or vacuum carpets. Sweep storage space. Spot clean all wall surfaces within 70 inches of the floor.

EVERY TWO MONTHS: Damp wipe toilet wastepaper receptacles, stall partitions, doors, windowsills and frames. Shampoo entrance and elevator carpets.

EVERY OTHER FRIDAY: Clean pantries, on the 2nd-11th floors. This includes cleaning microwaves and refrigerators, pantry sinks and countertops

If you have complaints about the cleanliness of the building, please contact Ms. Harrison.

2. The IC team asked for a status of "FSA Assists", which used to be the Rumor Mill. Sharyn talked with Chris Greene from Communications, who explained that it is still being tested and will hopefully be up and running in the next few weeks. Communications Staff will also be posting the minutes from the Senior Leadership Meetings that happen once a month for your information.
3. If you do a lot of traveling, you probably know Carlson has changed it's Travel System website. Staff are concerned because there hasn't been much training. There is one particular area of the registration system that you need to be aware of. Under "Pricing Options", you can select either "Unrestricted" or "No Penalty". Since Carlson hasn't provided any training, a lot of staff were just keeping the default, which is "Unrestricted". An IC group member called and talked with someone at Carlson who stated that you SHOULD be selecting "No Penalty".

Next Meeting: June 2, 2004, 1:00 p.m., EST.